



# CITY OF CHICOPEE

## Department of Public Work

### PARKS DIVISION

687 Front Street Chicopee, MA.

RECREATION OFFICE 413-594-3481 413-594-3486 (fax.)

Carolyn Porter  
Parks Superintendent

Richard Maciolek  
Assistant Superintendent

#### Parks and Recreation Commission

#### Meeting Minutes

Tuesday, February 24, 2015

**A. Call meeting to order: 7:07pm**

**Attendance:** Chairperson Doug Girouard, Commissioners Elizabeth Montemagni, Gary Ziemba, and William Courchesne, Nancy Fenton.

**B. Minutes of last meeting, December 9, 2015** – Motion to approve by Gary Ziemba and seconded by Nancy Fenton. Approved

**C. Communications:**

1. Email from Westover Family Readiness Officer for Marines – use of Szot for a Family Day – to include the use of the pavilion on August 15, 2015, 11am – 4pm. Motion to approve by Elizabeth Montemagni, seconded by Nancy Fenton. Approved.
2. Email requesting school picnic for Chicopee Academy at Szot Park pavilion, June 12, 2015 from 9am-3pm. Motion to approve Gary Ziemba, seconded by Nancy Fenton. Approved
3. Email from Western Mass Wave Baseball – regional premier team – U14 offering to re-do the 90' basaeball diamond at Ray Ash Park – fencing in the field, building a green monster in left field, a home run fence, concession stand, press box, dugouts and lights and take over responsibility for maintenance. Motion to Deny request made by Gary Ziemba, seconded by William Courchesne. Request denied by Commission
4. Email requesting use of the Krampits Ice Rink for a game between Holyoke and Chicopee Fire Departments Feb 27, 2015 at 11am. Motion to approve by Nancy Fenton, second by Elizabeth Montemagni. Approved
5. Email requesting use of Gazebo at Szot Park by Chris Stefanik for June 20, 2015 at 3:00pm for 30 mins, ceremony and photos. Motion to approve by Gary Ziemba, second by Elizabeth Montemagni. Approved
6. Letter from Chicopee Youth Lacrosse Program use of Bellamy and Garrity Grove fields from March through mid-June. In addition request mowing by Parks Dept April – June. Permit fee of \$800. Motion to approve by Nancy Fenton, seconded by William Courchesne. Approved
7. Letter from Chicopee Youth Lacrosse Program requesting use of Szot Pavilion on June 20, 2015 for the end of season party. Motion to approve by Bill Courchesne, second by Nancy Fenton. Approved

**D. Recreation Report** – see Program flyers

1. Adult Basketball-22 teams Adult Volleyball 32 teams, Suburban Basketball League – 8 teams & Youth Rec Basketball 23 girls & 46 boys teams, Lego build program 34 participants, Scorekeeper/referee hiring process, Performing Arts Program scheduled for March - April, Aquatics Programs at Chicopee Comp Pool: Swim lessons, adult swim and open swim which, averages 29 participants per session. Total Fitness class averaged 10 per class, Bus trips planned, Tree Lighting Celebration successful, Fun in Feb planned.  
Commission Received Report – no action taken

#### **E. Maintenance Report**

Tasks Accomplished – snow removal, sanding, beginning spring prep of home plates, pitching rubbers, picnic table repair,  
Parks Labor force communications: Openings, Grievances, Disciplinary Action, Snow plow routes and sidewalks,  
Winter work list, Park Projects list  
Roca: snow removal and sanding sidewalks. Front Street Office: roof raking and replace ceiling tiles.

Commission received report – no action taken

Doug Girouard left meeting due to prior injury. Elizabeth Montemagni offered a motion for Gary Ziemba to fill in as Chair. Second by Nancy Fenton. Approved

#### **F. Old Business:**

1. Wisniowski Park-Our Common Backyards Grant update. \$200,000 in reimbursement request has been submitted to the State. Payment will be pending completion of Open Space Plan.  
Commission received report – no action taken
2. Update Szot Phase 2 & phase 3 – Tom Scarlata – following up on contract status, working with Law and DPW Superintendent Jeff Neece.  
Commission received report – no action taken
3. Update Pool repairs – Architect Selected – Feb 11 negotiations, Updated water usage report  
Commission received report – no action taken
4. Nash Project – update – Thank you letters sent in January for all Nash donations that addresses could be found for, with City Tax Id # so people could deduct donation.  
Commission received report – no action taken
5. Open Space Plan – update  
Commission received report – no action taken
6. Property Committee – outcome  
Commission received report – no action taken
7. InspireWorks summer enrichment program – update. Tour of Lambert-Lavoie School with Ron Simard Feb 2<sup>nd</sup> and follow up email from InspireWorks dated Feb 9<sup>th</sup> and a follow up meeting with the School Superintendent Feb 18 to finalize plans.  
Motion to support InspireWorks summer programming as a pilot program at no charge given the need for Inspire works to pay for custodial overtime. However future programming at other times of the year should include a fee to the Parks Dept. Seconded by William Courchesne. Approved.
8. Chicopee Community Garden Council – met on Feb 23 discussion of possible partnership.  
Motion by Elizabeth Montemagni for pursuing integration of Garden Council into Parks Commission, seconded by Nancy Fenton. Approved
9. Concession Contract – No action taken
10. Other Old Business - None

#### **G. New Business:**

1. Budget Request 2015 presented and budget plan reviewed. Special focus on underfunded operations budget. Motion made by Elizabeth Montemagni to support Budget proposal and plan, Seconded by William Courchesne. Approved
2. Appropriation request for funds from the Parks salary side be appropriated to the Parks operations side in order to meet operational expectations.  
Commission received report – no action taken
3. Water Bill- Fairview \$30,308.82 – Met with City Council Parks and Rec Committee Jan 22 to discuss water bill. Committee voted not to support funding water bill but instead recommended it be paid by the Parks Fee revolving Fund. Item went to City Council next meeting and was acted upon as described above. Funds will be taken from revolving fund to cover.  
Commission received report – no action taken
4. Revolving funds reviewed – Park Fees and Rec Day Camp (OPEE) showing that they are not as robust as perceived by those that look at a single point in time especially at the June/July transition when revenues are high and expenses have not yet been incurred.  
Commission received report – no action taken

- 5 Kielbasa Festival May 2016 and February Winter Festival 2016 –Communication received from Tom Kielbania regarding request for use of Szot Park for May 17 – May 27, 2015. Plan for field use were reviewed, improvements over last year discussed. Motion was made by William Couchesne to approve the use of the Szot Park upper field for The Kielbasa Festival for 2015 on the dates requested. Seconded by Nancy Fenton. Approved.
- 6 Lincoln Grove Park – programming opportunity at Chicopee Fall Library Branch  
Commission received report – no action taken
- 7 Reply to inquiry regarding maintenance of Chicopee River walk on developed portion and undeveloped portion.  
Commission received report – no action taken
- 8 Fairview Cemetery Organic Decomposition Area (CODA) – seeing to be in compliance with maintaining an organic area not a dump  
Commission received report – no action taken
- 9 Parks Dept Office at Front Street sustained some water damage from ice dams along roof line even though heat tapes had been installed this winter. Seeking assistance with the Mayor's permission from Jay Croteau to secure quotes for repair. Inquiry regarding possible insurance was made.
- 10 Forestry Dept – Park tree survey – Not Addressed
- 11 Open positions and New Hires Labor Grade 3L:  
Daniel Santerre – 7 years of private landscaping company work  
Ben Strepka – former seasonal employee in Parks Dept for 3 summers  
Andrew Lareau – former seasonal employee in Parks Dept and graduate of Chicopee Comp Landscaping program  
Commission received report – no action taken
- 12 Other new business.  
Request inquiry into reappointments for Parks Commission members

H. **Meeting adjourned:** 10:44pm Motion by Elizabeth Montemagni, Seconded by William Courchesne. Approved

I. Next Meeting: \_\_\_\_\_ March 31, 2015 \_\_\_\_\_

Submitted by: \_\_\_\_\_

Elizabeth Montemagni,  
Parks Commission Secretary

Date: \_\_\_\_\_

4-28-15